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## Acronyms

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<b>AKA</b>	Also Known As
<b>ARD</b>	Agency Required Data
<b>BLS</b>	Business License Services
<b>DBA</b>	Doing Business As
<b>DOL</b>	Department of Licensing
<b>DOR</b>	Department of Revenue
<b>ESD</b>	Employment Security Department
<b>L&amp;I</b>	Labor and Industries
<b>LIS</b>	License Information Service
<b>LLC</b>	Limited Liability Company
<b>LLP</b>	Limited Liability Partnership
<b>LP</b>	Limited Partnership
<b>MA</b>	Master Application
<b>MBA</b>	Master Business Application
<b>MLS</b>	Master License Service
<b>OFM</b>	Office of Financial Management
<b>RFI</b>	Request for Information
<b>RFP</b>	Request for Payment
<b>SOS</b>	Secretary of State
<b>UBI</b>	Unified Business Identifier

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## UBI Definitions

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<b>Add License/ Registration</b>	An application received from an existing entity to add locations, new business or employment activities, or new licensed activities.
<b>Administrative Closure</b>	An account that has been placed in inactive status by the Department of Revenue due to its reporting history or other criteria as applicable. Accounts administratively closed by the Department of Revenue can be reactivated without payment of the registration fee for two years from the date of the closure notice. Administrative closures are identified in the General Information field on the Department of Revenue name and address record for each account.
<b>Administratively Dissolved</b>	<p>The termination of corporate status by administrative action of the office of the Secretary of State following the failure of a domestic corporation to comply with one of the following statutory requirements:</p> <ol style="list-style-type: none"><li>1) Pay its corporate license fees when due.</li><li>2) Complete and file an Annual Report when due.</li><li>3) Maintain a Registered Agent in Washington for Service of Process.</li></ol>
<b>Agency Required Data (ARD)</b>	Information regarding registrations and license applications, which is electronically transmitted to agencies participating in the UBI program.
<b>Agency Unique</b>	Used by only one agency.
<b>Also Known As (AKA)</b>	See Trade Name
<b>Application for Registration</b>	Paperwork filed with the Corporations Division, Secretary of State to legally register a foreign limited liability company.

<b>Article of Incorporation</b>	Paperwork filed with the Secretary of State's Corporations Division, to legally register a domestic corporation.
<b>Association</b>	An unincorporated social, charitable, or community organization formed to accomplish a purpose that benefits the group or the public. An association can be either profit or non-profit.
<b>Assumed Name</b>	See Trade Name
<b>Branch Location</b>	A business location separate from that which was registered as the primary location. May or may not report separately to any agency depending on the business person's preference.
<b>Business Entity</b>	Any sole proprietor, partnership, corporation, limited partnership, limited liability company, limited liability partnership, or political subdivision of the state of Washington.
<b>Certificate of Authority</b>	Paperwork filed with the Secretary of State's Corporations Division, to legally register a foreign corporation.
<b>Certificate of Formation</b>	Paperwork filed with the Secretary of State's Corporations Division, to legally register a domestic limited liability company.
<b>Change Ownership</b>	To transfer all or part of business assets from one legal entity to another.
<b>Classification (Risk Classification)</b>	A numerical code or codes assigned to a business by the Department of Labor and Industries to identify the nature of the work being done and to determine the premium rate.
<b>Conditional Issue License</b>	A license that may only be issued with specific authorization.
<b>Corporate Reinstatement</b>	The action taken by the Secretary of State's office, that restores corporate status when a Washington corporation complies with statutory requirements. Compliance must take place within a five-year period (a three-year period for non-profit corporations) following

the date of Administrative Dissolution.

**Corporation**

A legal entity, which has the same right as a person, separate from its members or stockholders. It can hold property, create debts, sue and be sued.

**Doing Business As (DBA)**

See Trade Name

**Domestic**

- 1) In reference to a corporation, limited liability company or limited liability partnership, an entity originally organized and registered within the state of Washington.
- 2) In reference to an employee, anyone who is hired to work in or around the employer's personal residence, or anyone hired to work in or around the club rooms or house of a local college club or local chapter of a college fraternity or sorority.

**Domestic Employer**

Anyone who hires domestics. Domestic employers must complete a Master Application to register with the Employment Security Department if they employ one or more persons in domestic service. Under certain circumstances, they must also register with the Department of Labor & Industries.

**Endorsement**

Any license appearing on the Licenses and Registrations document is referred to as an endorsement to the document.

**Estate**

Includes all property, debts and claims of rights left by a deceased person.

**Fictitious Name**

See Trade Name

**Firm Name**

See Trade Name

**Foreign**

In reference to a corporation, limited liability company or limited liability partnership, an entity originally organized and registered outside the state of Washington.

<b>Franchise</b>	The right granted to a person or business to market a product or provide a service.
<b>Franchisee</b>	A person or business that has been granted a franchise.
<b>Franchisor</b>	A company or manufacturer that grants franchises.
<b>Help Desk</b>	An information resource located at each participating agency and available to other participating agencies.
<b>Immediate Issue License</b>	A license that may be issued without specific authorization.
<b>Individual</b>	A license granted to a person to indicate that he/she may engage in certain regulated professional activities (e.g. doctor, cosmetologist). An individual license is granted to the person, and is not connected to the business owned by the individual, or to the business that may employ the individual.
<b>Informational ARD</b>	Agency Required Data (ARD) electronically transmitted to participating UBI agencies to alert the agency to application information without indicating any registration or license has been granted.
<b>Joint Venture</b>	A business entity formed for a limited length of time to carry out a single business transaction or series of transactions or operations.
<b>Leasing Company</b>	A company that contracts with another company to supply permanent employees and assume some of the responsibilities of being an employer. The leasing company may be responsible for payroll, filing tax returns related to employment and administering employee benefits.
<b>License</b>	An authorization to engage in some activity regulated by statute, which may require periodic renewal.
<b>License/Register New Business</b>	A business entity's legal obligation before doing business in the state; registers business with taxing agencies and grants the business the right to undertake regulated business activities.

<b>Limited Liability Company</b>	A business entity that is a hybrid between a partnership and a corporation that combines the operational flexibility of a partnership with the limited liability protection associated with limited partnerships and corporations.
<b>Limited Liability Partnership</b>	A new business entity type created during the 1995 legislative session. Details regarding this entity type will be available at a later date.
<b>Limited Partnership</b>	A business or investment entity composed of one or more general partners and one or more limited partners. Limited partnerships must file organizing documents with the Office of the Secretary of State. The general partners manage the limited partnership. Liability of the limited partners extends only to the amount of their investment.
<b>Master Application (formerly Master Business Application)</b>	A consolidated registration and licensing form used by all participating agencies.
<b>Merger</b>	The union of two or more corporations. Only one corporation continues on as the survivor.
<b>Monopolistic State</b>	A state in which industrial insurance can be purchased only from the state government, not from private insurance companies.
<b>Non-Profit Corporation</b>	A corporate legal entity, which acts as a person separate from its members. No part of the income of a non-profit corporation can be distributed to its members and no non-profit (other than a miscellaneous and mutual) can issue shares of stock.
<b>One-Stop Registration</b>	A method by which a business person may, in most cases, obtain registrations and licenses for his/her business by completing one application (Master Application) and making one payment. A single identifying number, the Unified Business Identifier (UBI), is provided to the business owner. A Licenses and Registrations document is issued, showing all registrations and licenses granted.

<b>Open Date</b>	The date that a firm became active; may not be the same as the date of application for registration.
<b>Open New Location</b>	A new business location separate from that which was registered as the primary location.
<b>Other Organization</b>	A legal entity other than a sole proprietorship, partnership, or corporation. See Association.
<b>Participating Agency</b>	A state agency that is involved in UBI one-stop registration.
<b>Partnership</b>	A business jointly owned by two or more individuals each of whom are liable for the debts of the partnership.
<b>Political Subdivisions</b>	An independent legal entity, governed by elected officials, which exists to perform a governmental function.
<b>Prior Ownership</b>	The previous owner/operator of a business.
<b>Proprietorship</b>	A business that is owned directly by an individual or a marital community. A marital community is recognized as a sole proprietorship unless legal papers have been drawn up to form a partnership.
<b>Receipt (UBI)</b>	The control document for the handling of all cash collected over the counter for UBI purposes.
<b>Registrations and Licenses Document</b>	A document verifying issuance of one or more registrations or licenses.
<b>Registered Agent</b>	An individual or corporation in good standing on the Secretary of State's records that is appointed and consents to act as a representative of a corporation for renewal mailings and in the event of service of process.
<b>Registration</b>	Notification to an agency that an organization intends to engage in an activity regulated by statute; in most cases, need not be renewed as long as the organization remains active.

<b>Resale Certificate</b>	A form kept by a business person (usually a wholesale dealer) who makes retail sales to others. It includes the business person's name, address, tax registration number (UBI), and a statement that the proposed use of the articles being purchased is in accordance with the law. These forms are available at most stationary stores.
<b>Revocation of Certificate of Authority</b>	The cancellation by the Secretary of State' office of a foreign (i.e. out-of-state) corporation's authority to do business in Washington following the failure of the corporation to comply with one of the following statutory requirements: <ol style="list-style-type: none"> <li>1) Pay its corporate license fees when due.</li> <li>2) Complete and file an Annual Report when due.</li> <li>3) Maintain a Registered Agent in Washington for Service of Process.</li> </ol>
<b>Risk Classification</b>	See Classification.
<b>Seasonal Business</b>	Any person who engages in a business activities that are seasonal in nature, such as operating a fireworks or Christmas tree stand. They may engage in taxable business activity one or two quarters per year.
<b>Separate (Branch) Reporting Account</b>	A separate, or branch, account established by an agency to accommodate a business person's reporting preference.
<b>Service of Process</b>	Notification of a legal action against an individual or business entity. In the case of a corporation, the notice (writ) is normally delivered to the registered agent.
<b>Tangible Personal Property</b>	Any article, such as fixtures, office supplies, equipment or furniture used or consumed by a person within the state.
<b>Tax Warrant</b>	A combined assessment of unpaid taxes, penalties and interest which becomes a legal judgment.
<b>Temporary Business</b>	Any person who engages in business activity no more than two times each year with each period of activity lasting no more than one month, or whose business has seasonal dates of operation lasting no longer than three months.



<b>Tenants-In-Common (Joint Tenancy)</b>	A legal entity formed (documentation upon registration required) by two or more persons to occupy the same business location or operate the same business, while retaining their separate identities in regard to any assets or liabilities resulting from activities associated with the tenancy in common.
<b>Trade Name</b>	A name, other than the full legal name of the owner or owners, used to identify a business entity (an assumed business name).
<b>Transmittal (UBI)</b>	The form used to detail transactions, which accompanies all documents received for UBI purposes for submission to the Department of Licensing.
<b>Trust Accounts</b>	Any unincorporated entity that holds property and is managed by trustees for the beneficiaries.
<b>Unified Business Identifier (UBI)</b>	A common numbering system used by all participating agencies to identify a firm or organization registered or licensed with one or more agencies.
<b>Use Tax</b>	The tax assessed on tangible personal property on which no Washington State sales tax has been paid.
<b>Wholly Owned Subsidiary</b>	A separate corporation where 100% of the voting stock is owned by the parent company.
<b>Withhold and Deliver (Notice and Order to)</b>	A legal document attaching assets of clients to effect collection of taxes owed to an agency of state government.